



Privacy Policy

We, Lighthouse Church Inverness, take your privacy very seriously. We are committed to safeguarding any personal data that we gather. In processing data, we comply with General Data Protection Regulation (GDPR), taking seriously the right of individuals to keep their personal data private. Lighthouse Church Inverness are known as the “data controller” which means that we are responsible for how your personal data is processed and for what purposes it is processed.

What is your personal data?

The term “personal data” relates to a living individual who can be identified from that data. The identification process can be done by the information alone or in conjunction with any other information in the data controller’s possession. This includes but is not limited to, your name, telephone number, address, email address, gender and date of birth. It could also come in the form of photos and videos taken at our Sunday Gatherings or one of our events. Personal data could also include any information about you which is gathered by the church, such as your involvement in teams or giving. The processing of personal data is governed by GDPR. The “data subject” refers to the person about whom data is held and/or processed.

What is data processing?

Data processing covers anything we do with or to your data. This includes collecting appropriate amounts of data for legitimate purposes, keeping your data up to date, storing and deleting data securely and not keeping data for any longer than is necessary. Your data will be processed fairly, lawfully and in a transparent manner, and in a way that protects your data from loss, misuse or unauthorised access or disclosure.

How do we process your data?

We use your personal data for the following purposes:

- To administer church records
- To administer financial giving to the Charity
- To manage our employees and volunteers
- To maintain our own accounts and records

- To inform you of news, events, activities and services running in the church
- To share, when appropriate, your contact details with the church office so they can keep you informed about news in the church and events, activities and services that will be occurring in the church and which you may be interested in.
- To apply for PVG checks as per the guidance in the **Protection of Vulnerable Groups (Scotland) Act 2007** and the **Disclosure (Scotland) Act 2020**

What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services, process your donations and keep you informed about appropriate events.
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter a contract. E.g. weddings and funerals
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- Processing is carried out by a non-profit body with a political, philosophical, religious or trade union aim provided.
- The processing only relates to members or former members or those who have regular contact with it in connection with those purposes, and
- There is no disclosure to a third party without consent.

How will data be collected and kept up to date?

Data will principally be collected and updated by you personally using an online form, paper form or emailing us directly. Any personal data which you provide by another means may also be added to our database as appropriate. When collecting data, we will ensure that you understand clearly why the data is being collected, how the data will be used, and by whom. If any of the above were to change you would be notified in advance and given the option to opt-out. The consequences of opting out should be made clear at the time.

How long do you keep my personal data for?

The length of time we hold your personal data in our database will depend upon the nature of your engagement with Lighthouse Church Inverness. If you are involved in church life, regularly attending services, we will keep your data if you continue to be involved. Should your involvement cease, we will retain your data for a maximum of 12 months in case you should choose to reconnect with Lighthouse Church Inverness. If you have opted to donate through Gift Aid whilst being connected with us we are required to hold that information for 6 years from the date of your last donation, after which your data would be deleted securely.

Who sees my information?

Our data processors are competent and demonstrate the appropriate levels of knowledge in handling your information. Processors will not sub-contract their responsibilities without prior consent, but where the processor does sub-contract their responsibility – they too must be made aware and show compliance with all the above. All data will be returned or deleted after the processor has finished with it.

Your rights and your personal data

As an individual you have control over the information we hold about you, how it is used and whether you are happy for us to keep it. General Data Protection Regulation (GDPR) states that you have:

- The right to be informed – to know what information we collect about you and why. This Privacy Policy is in response to this right.
- The right of access – to see what information we hold about you and to verify the lawfulness of our processing your data
- The right to rectification – to rectify the information we hold if it is incomplete or inaccurate
- The right to erasure – to have your information removed.
- The right to restrict processing – to change the way in which we use your data
- The right to data portability – to obtain your information in order to transfer it to another service or organisation.
- The right to object – to object to the way in which we are using your data
- The right not to be subjected to automatic decision-making including profiling – to have your information removed from any databases subject to automatic decision-making processes

To exercise any of your rights regarding your personal information, please email hello@lighthousechurchinverness.com in the first instance

Children and adults at risk of harm

Children and adults at risk of harm merit specific protection regarding their personal data, as they may be less aware of the risks, consequences and safeguarding concerns, and their rights in relation to the processing of personal data. Extra care and protection will apply to the use of personal data of children and adults at risk of harm and the collection of such information. This includes but is not limited to: PVG Scheme Tracking Records and Children's Church Registration Records. Those files will also be password protected and held in the strictest of confidence with only the nominated person having access to those files.

Photographs and filming

Since the introduction of the Data Protection Act 1998, and stricter regulations with the implementation of the General Data Protection Regulation (GDPR 2018), organisations must be careful if they want to take photographs or film footage of people, and how images are used. This does not mean that photographs should not be taken or that filming is prohibited, but there are certain protocols that must be followed to comply with data protection legislation as well as to ensure that children and adults at risk of harm are kept safe.

Permission must be obtained of both children and adults before a photograph is taken or film footage recorded. In addition to this:

- It must be made clear why the image(s) or film is being used, what it will be used for and who might want to look at the pictures
- When using photographs of children and young people, ideally use group pictures and never identify them by name or other personal details. These details include email, social media profile, postal address or telephone numbers.
- Obtain written and specific consent from parents and carers before using photographs on a website.
- Please be aware of those children who are on a child protection plan, are looked after children or are adopted.

All individuals have the right to privacy and anyone can request not to be photographed or filmed at any of our events by emailing hello@lighthousechurchinverness.com

Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to information about you that we hold.

You also have the right to:

- Request that your personal data is updated if inaccurate or out of date
- Request that we do not process your personal data for the purposes of informing you of services, groups, teams or activities
- Withdraw your consent for your data being processed by us at any time
- Request that information held about you is deleted
- Lodge a complaint with the Information Commissioner's Office (ICO)

To make a request for your personal information email hello@lighthousechurchinverness.com

Lighthouse Church Inverness – SCO52967

Updated August 2026

